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**Idaho
State Government**

**Legislative Services
Office**

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**Non-Classified
Opening**

Legislative Session Proofreader

Non-Classified Classification

Legislative Services Office

Open for Recruitment: October 26, 2020 – November 9, 2020

Announcement #

Salary Range: \$15.00 per hour

Location(s): Capitol Building, Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

Temporary Part-time Position for the 2021 Legislative Session (Session Begins January 11, 2021)

Responsibilities:

- Proofread legislative documents for sentence structure, grammar, punctuation, spelling, and format
- Read proposed legislation aloud to a partner - checking for accuracy against the Idaho Code
- Track legislation in an electronic management system
- Other duties as assigned

Minimum Qualifications:

- Considerable knowledge of the rules of English usage, spelling, punctuation, and grammar
- Knowledge of proofreading methods; experience preferred
- Ability to work under pressure and in a team setting while meeting deadlines
- Familiarity with proofreader's marks preferred; ability to learn legal terminology

Candidates must have open availability during office hours Monday through Friday and flexibility to work additional hours when needed. This position requires sharing office space and working with a proofreading partner.

To Apply:

Email or mail cover letter, resume, and professional references by Monday, November 9, 2020, to:

Email: jobapp@lso.idaho.gov

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Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.